

APPLY IN PERSON:

Employment Information Center (M-W-F ONLY)
Civic Center Plaza - 1200 3rd Avenue, Suite 101-A,
San Diego, CA 92101

INTERNET: www.sandiego.gov/empopp

**APPLY BY MAIL TO:**

JOBS - City of San Diego Personnel Department
1200 3rd Avenue, Suite 300, San Diego, CA 92101-4107
24 Hour JOBLINE: (619) 682-1011

**CITY OF SAN DIEGO
EMPLOYMENT OPPORTUNITY**

Page 1 of 2

#T2617 WATER SYSTEMS TECHNICIAN I

MONTHLY SALARY: \$2456 to \$2919

#T2618 WATER SYSTEMS TECHNICIAN II

MONTHLY SALARY: \$3037 to \$3637

#T2619 WATER SYSTEMS TECHNICIAN III

MONTHLY SALARY: \$3332 to \$3979

APPLICATION FILING PERIOD: FIRST DATE: September 23, 2005

LAST DATE: Open

PROMPT APPLICATION IS ENCOURAGED. Immediate vacancies may be filled when sufficient applicants have been processed. Later applicants will be eligible for employment consideration as future positions MAY become available. NOTE: Based upon the number of applications received, the application filing period may close within five days.

NOTE: Water Systems Technician (WST) I and II are the entry level and sub-journey level classifications in the WST series respectively and underfill WST III. Underfilling as a WST I or II allows the employee to work toward meeting established experience and certification requirements which, once met and approved, will allow them to advance from WST I to WST II or III, or from WST II to WST III. Each advancement awards a higher salary with the highest level WST III currently earning \$3332 to \$3979, monthly. Water Systems Technician (WST) III is the fully experienced or journey level class in the Water Systems Technician series. Positions in this class are expected to perform the full range of duties assigned with only occasional instruction or assistance as new or unusual situations arise. Positions at this level may be underfilled with Laborers, Water Systems Technicians I or Water Systems Technicians II in accordance with the City's Career Advancement Program.

REQUIREMENTS: For each position, you must meet the requirement(s) listed below on the date you apply, unless otherwise indicated.

EXPERIENCE: WATER SYSTEMS TECHNICIAN I: You must meet the following experience requirements to qualify:

Six months of full-time experience constructing, repairing, and maintaining various components of water or similar types of pipeline (2" or larger), distribution, collection, storage, filtration, transmission or related systems.

WATER SYSTEMS TECHNICIAN II: You must meet the following experience requirements to qualify:

Two years of full-time experience constructing, repairing, and maintaining various components of water or similar types of pipeline (2" or larger), distribution, collection, storage, filtration, transmission or related systems.

WATER SYSTEMS TECHNICIAN III: You must meet the following experience requirements to qualify:

Three years of full-time experience constructing, repairing, and maintaining various components of water or similar types of pipeline (2" or larger), distribution, collection, storage, filtration, transmission or related systems.

NOTE: Qualifying experience for WST I, II, and III must include maintenance and repair work on two or more of the following: valves, pumps, backflow prevention devices, meters, water or sewer mains, water storage systems, water service or sewer collection piping, water treatment/filtration systems, reservoir or related facilities.

#T2617 WATER SYSTEMS TECHNICIAN I
#T2618 WATER SYSTEMS TECHNICIAN II
#T2619 WATER SYSTEMS TECHNICIAN III
Page 2 of 2

CERTIFICATION: D2 Distribution Operator certification from the State of California, Department of Health Services is required at time of application. (A copy of certification must be submitted with your application.) *D3 Distribution Operator certification is highly desirable.*

LICENSE: A valid California Class A or B Driver's License, and a California Department of Motor Vehicles Medical Certificate dated within the last two years, is required at the time of application.

Applicants must attach a copy of their valid California Class A or B Driver's License with a valid medical certificate dated within the last two years to their application. Applicants who do not attach these documents will be REJECTED.

NOTE: A current H-6 Department of Motor Vehicle driving record printout will be required at the time of interview.

DUTIES: **Water Systems Technician I** - This is the entry level class in the Water Systems Technician series. In field and/or plant settings, assists in the performance of a variety of construction, repair and maintenance duties on water storage, water metering transmission, filtration and distribution systems, including the following: valve and hydrant installation, repair and maintenance; pump installation, repair and maintenance; storage tank and standpipe repair and maintenance; residential, commercial and industrial meter installation, repair and maintenance; backflow prevention device testing, installation, repair and maintenance; and water main, transmission line and service pipe installation, repair and maintenance. Water Systems Technicians I also operate pick-up, crew truck, dump truck, crew van or other vehicles; perform various routine, semi-skilled construction and maintenance tasks at a variety of water facilities; and perform related duties. **Water Systems Technician II** - This is the sub-journey level class in the Water Systems Technician series. In field and/or plant settings, assists with and performs the duties as outlined above, and in addition installs ¾" and 1" meters at residential service connections; collects samples of water to be tested by the Water Quality Lab after a new service installation; and performs related duties. **Water Systems Technician III** - This is the journey level class in the Water Systems Technician series. In field and/or plant settings, performs a variety and broad range of complex and dissimilar tasks associated with constructing, repairing, maintaining and installing various components of water storage, water metering transmission, and distribution systems and filtration plants; may lead and train subordinate level staff; and performs related work.

HOW TO APPLY: Submit a completed **DATA ENTRY FORM** and **APPLICATION/SUPPLEMENT (the original and ONE copy, including any attachments)** for the position(s). Please check all positions listed on your application for which you want to apply. On the Data Entry Form you should record only one position; any additional positions you have checked on your application will be automatically added to your file. Your Application/Supplement will be made available to the hiring department(s). Please submit requested materials only.

THE SCREENING PROCESS will consist of a comprehensive evaluation of the **Application/Supplement** for applicable education, experience, and/or training. Only those applicants that clearly demonstrate meeting the requirements specified above will be placed on the eligible list.

ELIGIBLE LIST: Separate eligible lists will be established for **WATER SYSTEMS TECHNICIAN I, WATER SYSTEMS TECHNICIAN II and WATER SYSTEMS TECHNICIAN III**. Candidates who are successful in the screening process described above will be placed on the respective **one category** eligible list(s) which will be used to fill position vacancies during the next **one year**. For each vacancy, only those candidates with the most appropriate qualifications from the corresponding list will be contacted by the hiring department for an interview.

PRE-EMPLOYMENT REQUIREMENTS: Any employment offer is **conditional** pending the results of all pre-employment screening processes required for the job, which may include but are not limited to the following: confirmation of citizenship/legal right to work in the United States; completion of a pre-employment medical review/exam (which may include drug/alcohol testing); reference checks; and a fingerprint check. The fingerprints will be submitted to the California Department of Justice for a conviction record report. All of these processes must be successfully completed before employment begins. **Note:** Misrepresentation, falsification, or omission of pertinent facts in any step of the screening/selection process may be cause for disqualification or termination of employment.

KSM/September 23, 2005/Class: 1011;1012;1013

THE CITY OF SAN DIEGO PERSONNEL DEPARTMENT • "WORKING HARD TO KEEP SAN DIEGO WORKING"

The City of San Diego has an active Equal Opportunity Program and vigorously supports workplace diversity. Applicants with disabilities who require testing accommodations may call (619) 236-6358. To obtain this information in alternative formats, persons with disabilities may call (619) 236-6467 or for TT (619) 236-6776.

APPLICANT INFORMATION

APPLICATION INFORMATION

Application materials must be received at the Employment Information Center NO LATER THAN 5:00 P.M. ON THE FINAL FILING DATE. Postmarks as proof of meeting the final filing date are not accepted. If you are returning your application via the U.S. Postal Service, you should use "Certified Mail-Return Receipt Requested" to provide verification of timely delivery. Do not send applications via interoffice mail.

1. Starting salaries will be determined by the hiring department.
2. The hiring department with a vacancy will contact and interview eligible candidates as needed. All candidates may not be contacted. The final selection and offer of employment is made by the hiring department, not the Personnel Department.
3. Unless otherwise stated, relevant experience may be substituted for education.
4. Eligible lists may be used on a periodic basis. As such, lists may not be used for several months. Eligible lists may be extended by the Civil Service Commission.
5. Examination requirements and processes may be revised.
6. Experience, education, and all other information provided by an applicant orally or in writing are subject to verification.

FALSIFICATION: Any misrepresentations or false statements during or after the employment process may be cause for disqualification or dismissal from employment.

GENERAL REQUIREMENTS

Requirements must be met at time of application unless otherwise stated.

The minimum age for most full-time employment is 18, unless you are 17 and a high school graduate. You must have the legal right to work in the U.S. or have U.S. citizenship. Persons hired must present acceptable proof of identity and the legal right to work in the United States and the authenticity of the documents must be verified before starting work. After hire, you will be required to sign a loyalty oath and may be required to live in San Diego County.

A CITY MEDICAL EXAMINATION including drug screening and documentation of medical history may be conducted following a conditional offer of employment or promotion. Medical condition must enable the applicant to perform the essential duties of the position.

The City of San Diego is committed to a drug and alcohol free workplace.

THE CITY OF SAN DIEGO SUPPORTS WORKPLACE DIVERSITY and does not discriminate on the basis of race, sex, age, ancestry, national origin, political/religious affiliation, sexual orientation, AIDS or HIV status, cancer, or non-job related physical/mental disability. The City is committed to making its jobs, programs, and services accessible to all persons and complies with all ADA non-discrimination requirements in its employment practices.

A CONVICTION RECORD FORM must be submitted before hire. On it you must list all criminal convictions you have had. A criminal record is not necessarily a basis for disqualification from City employment. Each applicant's conviction record will be evaluated on a case by case basis considering the type and seriousness of the crime, how much time has elapsed, and the nature of the job.

EMPLOYEE BENEFITS

City Employees may be eligible to participate in a benefit program including holidays, vacations, savings and retirement plans, health programs, and other benefits.

Benefits may change due to employer-employee contract negotiations.

REQUIREMENTS FOR PROMOTIONAL EXAMINATIONS

1. Current City employment, or currently on a Re-employment List or Leave of Absence.
2. Six months of continuous City employment in the Classified Service immediately prior to the application closing date or, if no closing date is specified, by date of application filing (exceptions: Persons recently hired from Re-employment Lists, and employees in the Unclassified Service if the employee has six months in the Classified Service with no break in service, prior to becoming an Unclassified employee).
3. Most recent performance evaluation in your current City classification must be other than "Unsatisfactory".

The provisions of this bulletin do not constitute an expressed or implied contract.

DIVERSITY BRINGS US ALL TOGETHER